



## ZONING BOARD OF APPEALS

TOWN HALL • 525 WASHINGTON STREET • WELLESLEY, MA 02482-5992

RICHARD L. SEEGL, CHAIRMAN  
CYNTHIA S. HIBBARD  
DAVID G. SHEFFIELD

LENORE R. MAHONEY  
EXECUTIVE SECRETARY  
TELEPHONE  
(781) 431-1019 EXT. 208

ROBERT A. BASTILLE  
J. RANDOLPH BECKER, VICE CHAIRMAN  
ROBERT W. LEVY

### REQUIREMENTS FOR SPECIAL PERMIT APPLICATIONS

I. APPLICATION FORM: Must be filled out completely and signed by the property owner and the petitioner (if different).

A. Must include details concerning use of property: hours of operation, extent of use or operation, number of employees, number of clients coming to the premises, description of property including parking accommodations, floor plans, photos, as determined by the Executive Secretary. (Zoning Bylaws may be viewed on the Town Website: [www.ci.wellesley.ma.us](http://www.ci.wellesley.ma.us) under Bylaws/Regulations.)

B. Applicant must read section of Zoning Bylaw applicable to the request for Special Permit and address each requirement and consideration of said section.

C. Written endorsement by property owner must be submitted if property owner is other than the petitioner.

II. FILING FEE: A check payable to the Town of Wellesley per current fee schedule.

III. PUBLICATION & MAILNG FEE: A check payable to the Town of Wellesley in the amount of \$25.00

IV. PUBLIC HEARING: Petitioner must attend ZBA Public Hearing.

TOWN OF WELLESLEY



MASSACHUSETTS

**ZONING BOARD OF APPEALS**

TOWN HALL • 525 WASHINGTON STREET • WELLESLEY, MA 02482-5992

RICHARD L. SEEDEL, CHAIRMAN  
CYNTHIA S. HIBBARD  
DAVID G. SHEFFIELD

LENORE R. MAHONEY  
EXECUTIVE SECRETARY  
TELEPHONE  
(781) 431-1019 EXT. 208

ROBERT A. BASTILLE  
J. RANDOLPH BECKER, VICE CHAIRMAN  
ROBERT W. LEVY

Date: \_\_\_\_\_

ZBA: \_\_\_\_\_

Petition for:	<u>Residential Fee</u>	<u>Commercial &amp; Municipal Fee</u>
Variance	_____ \$200	_____
Special Permit	_____ \$200	_____ \$500
Special Permit/Findings	_____ \$200	_____
Special Permit Renewals	_____ \$150	_____
Signs	_____	_____ \$300
Site Plan Approval without PSI	_____	_____ \$2,000 & Fire Department Consulting Fee
Site Plan Approval with PSI	_____	_____ \$3,500
Appeals	_____ \$200	_____ \$300
Comprehensive Permit	_____	_____ \$750
Publication & Mailing Fees/All Petitions	\$25	\$25
Petitioner assumes all costs for Peer Review		

Zoning District: \_\_\_\_\_

Property located in a:      Historic District      ☐ Yes      ☐ No  
   Wetlands Protection Area      ☐      ☐  
   Water Supply Protection District      ☐      ☐

Applicable Section(s) of the Zoning Bylaw:      Section II A 8 (h) and Section XXV

Explanation of Request: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Requested Relief:

_____ Lot Area	_____ Front Yard Depth (Street Setback)
_____ Lot Coverage	_____ Side Yard Width (Side Line Setback)
_____ Frontage	_____ Rear Yard Depth (Rear Line Setback)
_____ Front Yard Width	_____ Other _____

OWNER OF PROPERTY: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

PHONE:      WORK: \_\_\_\_\_ HOME: \_\_\_\_\_

SIGNATURE OF OWNER: \_\_\_\_\_

PETITIONER (If different than Owner): \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

PHONE:      WORK: \_\_\_\_\_ HOME: \_\_\_\_\_